



## Accent Signage Systems, Inc. Job Description

**Job Title:** Controller  
**Department:** Accounting  
**Reports To:** Rod Grandner  
**FLSA Status:** Exempt  
**Salary Level:** SM1 - SM3

**Shift:** Day  
**Prepared By:** Christie Cutter  
**Prepared Date:** February 18, 2013  
**Approved By:** Rod Grandner  
**Approved Date:** February 18, 2013

**Summary** Directs financial activities of an organization by performing the following duties personally or through subordinate supervisors.

### **Essential Duties and Responsibilities include, but are not limited to:**

- Establishes, or recommends to management, major corporate economic strategies, objectives, and policies for company; recommends modifications to existing corporate programs.
- Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Advises management about insurance coverage for protection against property losses and potential liabilities.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Directs determination of depreciation rates to apply to capital assets.
- Advises management on desirable operational adjustments due to tax code revisions.
- Arranges for audits of company's accounts.
- Prepares reports required by regulatory agencies.
- Establishes relations with banks, other financial institutions and external Accountants
- Preparing and entering General Ledger journal entries
- Provide cost and pricing information to Operations and Sales
- Negotiation of discounts and/or improved terms with suppliers
- Preparation and administration of company payroll; includes controlling profit-sharing records, monthly 401K reporting, and annual filing of W2 and 1099 forms
- Establishment and maintenance of credit and collection procedures
- Administration of company benefit plans; maintenance of employee benefit manual; management of Cobra requirements

### **Supervisory Responsibilities**

Directly supervises employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Under graduate/post graduate degree; or two to four years related experience and/or training; or equivalent combination of education and experience.



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### Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### Mathematical Skills

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

### Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### Computer Skills

To perform this job successfully, an individual should have knowledge of BusinessWorks and QuickBooks Accounting software; GoldMine Contact Management systems; FileMaker Pro Database software; Human Resource systems; BusinessWorks Inventory software; BusinessWorks and QuickBooks Payroll systems; Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand and walk.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

If you are interested in applying for this position please send your resume and contact Rod Grandner – CFO

[rod@accentsignage.com](mailto:rod@accentsignage.com)

612-787-3303